

CONTRACT CHECKLIST FOR MUNICIPALITIES
CONTRACTING WITH INSPECTORS OR INSPECTION AGENCIES

January 2000

- A. Statement of parties
- B. Reference to enabling State Statutes 101.65 and 101.76
- C. Scope of service provided by contractor
 - 1. Building projects involving post 1980 dwellings under the Uniform Dwelling Code (UDC) Chapters Comm 20-25
 - a. examination of plans
 - b. inspection of projects in specified categories, i.e., Construction, HVAC, Electrical, Plumbing
 - c. collection of fees for plan review and building inspections
 - d. purchase of building permit seals from State
 - e. sale of building permit seals to applicants
 - f. monthly forwarding of building permit applications to the State
 - g. insuring compliance
 - 1) documentation of disputes
 - 2) non-compliance orders, local citation authority
 - 3) make recommendations on appeals
 - 4) appear as witness in legal proceedings
 - h. procedures to be detailed by designated municipal liaison
 - 2. Maintenance of records and reporting
 - 3. Advice to municipality on code matters
 - 4. Hours available
 - 5. Potential duties outside the scope of the UDC
 - a. pre-1980 dwelling projects
 - b. commercial building projects
 - c. existing buildings & complaints
 - d. zoning
 - e. culverts
- D. Compensation options
 - 1. Per project - plan review and/or inspection
 - a. flat fee
 - b. by area of volume
 - c. by project valuation
 - d. additional inspections, reinspection fees (?)
 - 2. Per hour
 - a. for plan review or inspection work
 - b. for meetings, court appearances, etc.
 - c. minimum time period
 - 3. Retainer

4. Provision of vehicles, office space, supplies, postage, secretarial services
- E. Status of relationship between parties
 1. Contractor as agent of municipality
 2. Liability coverage extended to contractor
 3. Hold-harmless for city if inspector acts outside the scope of duties
 4. No Workers Compensation, Unemployment Compensation or Social Security coverages
- F. Conditions
 1. Certification in specified inspection categories
 2. Access to records
 3. Subletting of contract
 4. Hiring contractor's employees by municipality
 5. Hiring municipality's employees by contractor
 6. Coverage if contractor vacation, sick leave, etc.
- G. Termination
 1. By municipality
 - a. period of notice
 - b. reasons
 - 1) fraud or deceit
 - 2) non-certified inspectors
 - 3) negligence, incompetence or misconduct
 - 4) criminal charges related to duties
 - 5) conflict of interest
 - c. continuance dependent on appropriations
 2. By contractor
 - a. period of notice
 - b. return of fees
- H. Period of contract
- I. Authorized representatives
- J. Signatures